



## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	12-19-2011
Subchapter:	1	Forms	
Issuance:	Prob	<b>New Jersey Judiciary, CP&amp;P Request for Adult Probation Division Records</b>	

Click here to view or print the [CP&P Request for Adult Probation Division Records](#).

### WHEN TO USE IT

The New Jersey Judiciary, CP&P Request for Adult Probation Division Records form is used by CP&P Caseworkers to request ADULT probation records from the Probation Services Division regarding adult probationers involved in CP&P proceeding, e.g., probationer is a defendant in a child abuse or neglect matter, or probationer is a prospective caregiver or an adult living in the home of a prospective caregiver. Note: In certain cases, CP&P may be asked to make a formal application to a judge for a protective order for release of probation records.

### WHEN NOT TO USE THE FORM

If the request is for juvenile probation records, do not use the form. Instead, submit the request in narrative form to the Probation Services Division so that it can be forwarded to the Counsel for the Administrative Director, for review and response.

### TYPES OF PROBATIONS RECORDS THAT MAY BE REQUESTED

Probation may provide the most recent or updated versions of the following records:

- employment records;
- adult school records;
- drug test results;
- payment records;
- treatment service history (but not the actual provider records);

- statements of Violation of Parole charges;
- Judgment of Conviction;
- Probationer's case plan;
- home address;
- work address.

## **HOW TO USE IT**

- Access the form using the on-line form in the computerized Forms Manual (by letter).
- Save a copy of the form on your PC home drive using "save as." Direct any questions regarding the home drive to your local IT Field Support staff.
- Complete the copy of the form and save it.

## **TIPS FOR COMPLETING THE FORM**

- Do not forget to complete the upper right hand corner of the form providing information regarding the:
  - Request Date;
  - Request Needed By Date, and
  - Preferred Delivery Date.
- Complete all other sections of the form in Parts A, B, and C.
- Print out the form and sign it before sending.

## **WHERE TO SEND THE FORM**

After the form is completed, printed out and signed, send it to local county probation office which is responsible for supervising the probationer.

## **DISTRIBUTION**

Original	-	County Office of the Probation Services Division County Office of the Probation Services Division
Copy	-	Case Record

